



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

034

Date: October 31, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: NON-IMMIGRANT VISA ASSISTANT

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Non-Immigrant Visa (NIV) Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: PERMANENT

OFFICE LOCATION: Consular Section

OPENING DATE: Immediate

DEADLINE: November 14, 2013 at 6 P.M. Kyiv Time

**FP-07 is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The incumbent of this position performs basic visa application pre-screening, data entry on the non-immigrant (NIV) computer system and assists in the physical preparation of approved visas. The incumbent coordinates one of six specifically assigned NIV portfolios. Contributes to local post fraud prevention and deterrence program by identifying possible fraud trends. Performs anti-fraud pre-screening and preliminary and/or random verification of sophisticated project-related visa cases. Reports findings to NIV line officers. Liaises with Post Fraud Prevention Unit as well as with local counterparts on complex visa cases. Provides informational outreach and guidance for all possible internal and external contacts involved with their specific visa portfolio, and maintains project-related databases and procedural guidance. Dedicates significant time to handling complex cases that require considerable research analysis, and portfolio-specific knowledge of 9 FAM and other Department regulations. The incumbent works closely with Consular Officers, FPU Staff and/or the Senior NIV LES to quickly and successfully resolve issues or change procedures based on evolving consular regulations and post standard operating procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

Coordinates all aspects of a specifically assigned NIV portfolio: student visas, sailor visas, petition-based visas, business and tourism visas, visas pending administrative processing or management of the appointment scheduling for the NIV unit.

Handles multiple non-routine cases pertinent to the project coordination. 45%

- Masters all relevant 9 FAM and other State Department regulations relating to the portfolio, and serves as the main point of contact for FSOs and LES on the related issues.
- Performs anti-fraud pre-screening and preliminary and/or random verification of sophisticated project-related visa cases. Reports findings to NIV line officers. Liaises with Post Fraud Prevention Unit as well as with local counterparts on complex visa cases related to the assigned project.
- Maintains, updates, and makes cross-checks using a voluminous project-related database to identify possible fraud and malfeasance and facilitate contacting vital Consular counterparts.
- Liaises with external portfolio counterparts to develop a successful working relationship and ensure that the counterparts keep abreast of current consular regulations and procedures.
- Provides procedural guidance in accordance with regulations to the external Consular clients.
- Develops and maintains an efficient tracking system to ensure that complex cases are processed in a timely and complete manner (e.g. Consular spreadsheets, tables, and charts).
- Drafts reports on complex cases and works with Consular Officers on final reports. Collects and analyzes information to identify fraud and other operational trends.
- Acts as the central point of contact for specific groups and individuals applying for U.S. visas and coordinates with FPU, PLU, and external Consular contacts to ensure timely processing of applications.
- Responds to project-specific inquiries by phone and in writing.

- Prepares draft language for portfolio-related content on the consular website, and ensures that information on portfolio-specific handouts is correct and up-to-date.
- Prepares and delivers portfolio-related presentations to consular management, staff, and external counterparts.
- Organizes and coordinates Consular outreach activities aimed to develop and maintain contacts with, governmental and state institutions, educational institutions and exchange programs facilitators, port authorities and crewing agencies, state and commercial enterprises.

Performs visa application pre-screening, biographical and biometric data entry in the non-immigrant (NIV) computer system, and physical preparation of approved visas. 50%

- Enters sensitive applicant information in the NIV system.
- Maintains integrity of controlled items, such as expendable foils and passports.
- Using relevant experience, specialized NIV training, and knowledge of the assigned NIV project, provides advice and recommendation to colleagues across other Consular units, Senior NIV LES and officers regarding visa application procedures, visa eligibility requirements, and procedural precedents.
- Identifies areas of possible fraud, and alerts officers when potential fraud trend is found.
- Provides interpretation and serves as a point of reference on local issues for the officers at the time of visa interviews.
- Ensures proper MRV and reciprocity fee has been paid.

Performs other duties as assigned. 5%

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

EDUCATION:

- A secondary school degree is required.

PRIOR WORK EXPERIENCE:

- A minimum of two years of administrative experience in a professional office environment is required.

POST ENTRY TRAINING:

- None upon entry to the duty, but the employee will be expected to take the NIV and IV component of the Consular Correspondence Course, within the 6 months of employment. The employee should also complete the computer self-study course on the NIV system during the first 3 months of employment.

LANGUAGE PROFICIENCY:

- Fluency (Level IV) in English, Ukrainian, and Russian (reading/writing/speaking) is required.

JOB KNOWLEDGE:

Incumbent must have a detailed understanding of the workings and structure of the Embassy, Kyiv, Consular Section, and NIV Unit. The incumbent must be familiar with relevant regulations and procedures within national and state institutions, educational institutions and exchange program facilitators, port authorities and crewing agencies, state and commercial enterprises.

Incumbent must possess knowledge in project-related areas of Consular operations, Immigration Law, procedures and regulations.

The incumbent must have strong problem solving skills, analytical skills, presentation skills, negotiation and conflict resolution abilities, and good customer service skills.

SKILLS AND ABILITIES:

Advance-level drafting skills in English, Russian, and Ukrainian are essential. Good customer service, communication and interpersonal skills are also required. Computer skills, including MS Office, and the ability to quickly and accurately enter and check large amounts of data relating to visa applicants.

Flexibility and the ability to work well under pressure is key to this position. Additionally, the incumbent must be able to manage a varied and constantly changing workload and set and meet deadlines.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB November 14, 2013**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note:

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Due to the high volume of applications received only shortlisted candidates will be contacted by HR.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: LSocha-CONS/NIV (by e-mail)